

**CA Department of Fish and Game
OFFICE OF TRAINING AND DEVELOPMENT
3201 "S" Street
Sacramento CA 95816**



Room Reservation Request form:

OTD Conference Room

The date you would like the Office of Training and Development to request your room reservation for

Date	Start Time	End Time
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We are happy to have you as our guests. Although there is no charge to you for the use of our room, we ask that you read this confirmation form which outlines our requirements for use.

ABOUT THE ROOM

The Conference Room holds up to 12 guests. The room is available for reservation between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday.

ROOM USAGE GUIDELINES

1. Tables or chairs must be returned to their original position.
2. No tacks, tape or any other adhesives are to be used on the walls.
3. Art work must remain on the walls.
4. Papers, trash, coffee cups, etc. must be picked up and discarded properly.
5. The following equipment is available for use:
 - Telephone
 - Whiteboard
 - TV/VCR
 - Easel
 - Computer

The electronic equipment is used for a variety of training functions. To ensure that the equipment is available for you, please circle the electronic equipment you will need from the items listed above.

6. We do not provide coffee, tea, other hot/cold beverages, cups, or paper goods. You are welcome to bring refreshments into the room. There is a break room equipped with a refrigerator, sink, and microwave. For your convenience a mobile lunch wagon provides service twice daily, and the Food Co-op is within walking distance.
7. If you decide you do not need to use our facility on the date and time reserved for you, please call or e-mail us as soon as possible so the room can be made available for someone else to use.
8. If the room is locked upon arrival, please come to our reception area to obtain a key.

9. Parking availability at our facility has become **extremely limited**. We highly advise you to:

- a) Use public transportation (the 29th Street light rail station is just two blocks west of the Training Center).
- b) Park in the public parking garage located at 2910 "S" Street. (The cost is \$1.00 per hour, reimbursed by a Travel Expense Claim.)
- c) Carpool

A parking permit will be provided by our office if you park at the Training Center. Please do **not** park in Dept. of Water Resources, License and Revenue Branch, Fish and Game "Visitor" spaces or fire lanes. If you do not obtain a permit or you park in restricted areas, your vehicle will be cited or towed! Street parking is available in one hour increments.

The OTD Conference Room has been reserved for (please print):

Name	Division/Region	Date
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Mailing address	Phone Number
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For any scheduling questions, please call Jennifer Val @916-227-5156. Your reservation will be confirmed when this form is returned to:

CA Department of Fish and Game
Office of Training and Development
3201 "S" Street
Sacramento, CA 95816
Attn: Jennifer Val
FAX: (916) 227-5169